

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: SAFETY		RATING	CHECKLIST EFF DATE: PAGE 1 October 2004		1 OF 10
INSPECTION OFFICE/AGENCY SAFETY	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
TASK: Maintain a Safety Program. CONDITIONS: Given the mission of establishing and maintaining a safety program. STANDARD: IAW the below cited references.					
1. REFERENCES: a. AR 11-9, The Army Radiation Safety Program, 28 May 99. b. AR 11-34, Respiratory Protection Program, 15 Feb 90. c. AR 25-400-2, Army Records Information Management System, 15 Nov 04. d. AR 200-1, Environmental Protection Enhancement, 21 Feb 97. e. AR 385-10, The Army Safety Program, 29 Feb 00. f. AR 385-40, Accident Reporting and Records, 1 Nov 94. g. AR 385-55, Prevention of Motor Vehicle Accident Prevention, 12 Mar 87. h. AR 420-90, Fire and Emergency Services, 10 Sep 97. i. AR 600-55, Army Driver and Operations Standardization Program, 31 Dec 93. j. DA PAM 385-1, Small Unit Safety Officer/NCO Guide, 29 Nov 01. k. DA PAM 385-40, Accident Reporting and Records, 1 Nov 94. l. AE Reg 55-4, Safe Movement of Hazardous Goods by Surface Modes, 1 May 03. m. USAREUR Reg 200-1, Environmental Quality Program, 16 Jan 00. n. USAREUR Reg 385-2, USAREUR Recreational Water Safety Program, 15 Mar 95. o. AE Reg 385-7, Respiratory Protection Program, 16 Jan 03. p. USAREUR Reg 385-10, Implementation of the Hazard Communication Program, 10 Dec 92. q. USAREUR Reg 385-12, Radiation Protection Program, 11 Sep 90.					

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SAFETY				
ITEM			YES	NO
<p>t. V Corps Safety SOP, 1 Aug 01.</p> <p>u. Overseas Environmental Baseline Guidance Document (OEBGD), 15 Mar 00.</p> <p>v. 30th Med Bde Policy Memorandum #6, Commander's Brigade Safety Policy (no date).</p> <p>2. PURPOSE: To assess the effectiveness of the unit's Safety Program</p> <p>3. SPECIFIC QUESTIONS:</p> <p>PROGRAM ADMINISTRATION:</p> <p>a. Is the unit primary safety manager or the unit safety officer / NCO appointed on orders down to company/detachment level and is a copy maintained on file of the next lowest level? (AR 385-10 2-1).</p> <p>(1) Does the unit have an alternate safety manager appointed on orders? (V Corps SOP; 2e(4))</p> <p>(2) Do Unit/Command Safety Officer appointment orders comply with AR385-10, 2-1f?</p> <p>(a) Is safety management the Safety manager's primary duty?</p> <p>(b) How many additional duties does the safety manager perform?</p> <p>b. Has the unit safety officer/NCO and alternate attended the USAREUR Safety Officer/NCO Course (SOC 40)? (USAREUR Pam 350-205). (AR 385-10, Para 2-1f (4); USAREUR 350-1; USAREUR Pam 350-205) (See Note 1)</p> <p>c. Has a Command Safety Council (Battalion and Higher) been established and does it meet the following requirements as defined in AR 385-95 per DA Pam 385-1, 2-2i (3)? (AR 385-10, para 2-1) (V Corps Safety Program SOP).</p> <p>(1) Does the Safety Council meet quarterly?</p> <p>(2) Are minutes maintained on file?</p> <p>(3) Are minutes of subordinate unit Safety Councils on file?</p> <p>(4) Has the Commander established a Commander's Safety Policy? (V Corps SOP, Part 1, Para 2e(16))</p> <p>(5) Does the unit down to Battalion level have a current Safety Program SOP?</p>				

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<p>d. Are safety inspections conducted annually, and are they a part of the Command Inspection Program? Are reports maintained on file? (AR 385-10) (AR 25-100-3)</p> <p>e. How does the unit participate in the V Corps Safety Awards Program? (V Corps Safety Program SOP, section IX)</p> <p>f. Are the following V Corps Safety Office documents and directives on hand (hard copy or electronic)?</p> <p>(1) Safety Policy Memorandums (V Corps and USAREUR)?</p> <p>(2) Safety Alerts?</p> <p>(3) Safety Lesson Learned?</p> <p>(4) V Corps Holiday Safety Campaign directives and Memorandums?</p> <p>(5) Unit Summer/Winter Safety Campaign Plans?</p> <p>g. Are safety organizational files and continuity book established? (AR 385-10, V Corps SOP; Para 2e10)</p> <p>RISK MANAGEMENT:</p> <p>a. Are risk management procedures incorporated into all training, operations and plans to identify and control hazards? (AR 385-10 Para 1-5 (b), AE PAM 385-15, FM 101-5, FM 100-14)</p> <p>b. Are procedures/systems in place to ensure that leaders (officers/NCOs) are familiar with risk management procedures and techniques? (AE PAM 385-15)</p> <p>(1) Is risk management training conducted annually?</p> <p>(2) Is risk management discussed prior to operations and exercises?</p> <p>c. Is the unit Safety Manager aware of resources to obtain risk management training and is risk management training made available to unit personnel?</p> <p>d. Does the command implement and monitor USAREUR Command Policy Letter #3, Vehicle Safety During Pass and Leave Periods?</p> <p>e. Is the V Corps Policy #18, Motorcycle Safety implemented?</p> <p>ARMY MOTOR VEHICLE DRIVERS TRAINING:</p> <p>a. Does the unit have a drivers training program in place at battalion level or</p>				

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<p>c. Are operators completing a performance test yearly based for the particular series of vehicles or equipment they are required to operate? (AR 600-55, par 1-5).</p> <p>d. Are accidents, moving traffic violations, training, and driving awards recorded on the DA Forms 348? Are DA Forms 348 reviewed annually? (AR 600-55, para 1-5)</p> <p>e. Are driver training instructors selected and trained in IAW evaluation criteria in FM 21-17 and FM 55-30? (AR 600-55, para 3-1) (AE 600-55)</p> <p>f. Is winter driver training being conducted annually during October/November? (AE 600-55)</p> <p>g. Is annual sustainment training conducted and focused on driver's weaknesses and other command identified topics (defensive driving, mission related driving, etc.)? (AR 600-55, para 4-4a) (AE 600-55 6.a.(6))</p> <p>h. Is there a remedial training program for drivers or operators who have had at-fault accidents or traffic violations, misused equipment, or otherwise demonstrated a need for additional training? (AR 600-55, para 4-5) (AE 600-55, 6.a.(4))</p> <p>HAZARDOUS CARGO TRANSPORTATION: UR 55-4; UR 710-2; V Corp SOP, Part XIII</p> <p>Does the unit have policies established which ensure subordinate units have:</p> <p>a. Procedures for the Commander to personally interview drivers who haul hazardous materials?</p> <p>b. Hazardous material drivers trained IAW UR 55-4 and is their OF Form 346 over-stamped?</p> <p>c. Drivers with a hazardous materials permit who are tested annually?</p> <p>d. The unit keeps records on tests taken and training given to assigned hazardous cargo drivers?</p> <p>e. Each single vehicle hauling ammunition or explosives has a driver and an assistant driver?</p> <p>f. Drivers of bulk petroleum tankers are also fuel certified IAW USAREUR Reg 710-2?</p> <p>g. Drivers of uploaded combat vehicles used to carry ammunition on public roads are trained and that their license is over-stamped?</p>				

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<p>c. Are all Class C and D accident reports forwarded to the V Corps Safety Office within 25 days of accident occurrence? (V Corps Safety Program SOP)</p> <p>d. Are copies of all accident reports maintained on file? (AR 385-40; AR 25-400-2)</p> <p>FIRE PREVENTION PROGRAM:</p> <p>Does the unit have policies established which ensure subordinate units have:</p> <p>a. Building managers appointed in writing as building Fire Coordinator and fulfilling their duties? (AR 420-90)</p> <p>b. Unit Fire Marshals and Building Fire Wardens trained and appointed on orders? (V Corps SOP, Part XII, Para 2a)</p> <p>c. Fire wardens designated and is the list provided to the community fire chief? (AR 420-90)</p> <p>d. Established a written tactical fire prevention program? (V Corps Safety SOP, section XII)</p> <p>e. Commanders have developed a tactical fire prevention plan? Has the unit established a tactical fire prevention program which as a minimum addresses:</p> <p>(1) Inspections of hard billets/tents;</p> <p>(2) Use of fire guards;</p> <p>(3) Installation of smoke detectors;</p> <p>(4) Proper PMCS, cleaning and licensing of personnel to operate space heaters;</p> <p>(5). Sufficient number and proper weight fire extinguishers;</p> <p>(6) Power cords and strips will not be overloaded. No daisy chains authorized.</p> <p>(7) Proper use and storage of POL;</p> <p>(8). Fire evacuation plans/drills;</p> <p>(9) Notification procedures;</p> <p>(10) Appointment and training of Unit Fire Marshall and Fire Wardens. (V Corps Safety SOP Part XII, Para 2a</p>				

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<p>OCCUPATIONAL HEALTH PROGRAM:</p> <p>Does the unit have policies established which ensure subordinate units have:</p> <p>a. Does the command have a written respiratory protection program? Are procedures targeted, as a minimum, toward maintenance units and units with employees who act as emergency responders to accidents where toxic exposures are likely? (AR 11-34, AE REG 385-7)</p> <p>b. Has the commander appointed in writing a respiratory protection monitor (RPM)?</p> <p>c. Has the commander requested a health hazard survey be performed by the ASG Industrial Hygiene Office and the local BSB Safety Office to determine which operations require employees to wear respirators and other personal protective equipment and clothing (PPE)? (AR 385-10, Chap 4)</p> <p>(1) Is personnel protective clothing and equipment such as hearing protection, safety goggles, safety shoes, respirators, gloves, issued and used where required? AR 385-10, para 2-2 j (1).</p> <p>(2) Are personnel enrolled in a medical surveillance program when required as the result of the health hazard survey?</p> <p>d. Is an annual Standard Army Safety and Occupational Health Inspection (SASOHI) conducted by the local BSB Safety Office and is a written report maintained on file? Is a written report maintained on file for at least 5 years? (AR 385-10, Chap 4)</p> <p>e. Are all work areas in which PC&E is required properly marked to identify them as hazardous areas, i.e., NOISE HAZARDOUS AREA - HEARING PROTECTION REQUIRED; WELDING - EYE PROTECTION REQUIRED; RESPIRATOR REQUIRED; ETC.?</p> <p>ENVIRONMENTAL PROTECTION PROGRAM:</p> <p>a. Has the unit commander appointed, on orders, Environmental Compliance Officers (ECO) and Hazardous Material Waste Management NCOs (HMWM NCOs)? (AR 200-1, UR 200-1, and V Corps SOP)</p> <p>b. Has the unit provided written guidance and requirement for sub-commands to develop and implement an adequate tactical hazardous environmental compliance SOP which addresses at minimum the following major program areas (AR 200-1, USAREUR 200-1, FM 3-100.4, FGS, V Corps SOP):</p> <p>(1) HAZMAT Management</p>				

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<p>c. Has the unit provided written guidance and requirement for sub-commands to ensure all personnel who use, store, and transport or manage HM/HW receive and document appropriate training (AR 200-1, V Corps SOP)?</p> <p>d. Has the unit provided written guidance and requirement for sub-commands to develop a HAZCOM program including:</p> <p>(1) Maintain an inventory of hazardous materials in the work place.</p> <p>(2) Ensure hazardous materials are properly labeled.</p> <p>(3) Identify position who work with or who may be exposed to hazardous materials.</p> <p>(4) Ensure all soldiers receive HCS training through local BSB (maintain a copy of certificate on file)</p> <p>(5) Ensure supervisors down to unit level provide newly assigned personnel with work site unique HCS briefing (e.g., Identify work place unique hazardous materials, MSDS location, PPE location, hazard control measures, etc.,)</p> <p>(6) Are material safety data sheets (MSDS) maintained and available at each work area for each hazardous material/chemical being used or stored? (AR 385-10, para 4-1 (b), USAREUR Reg 385-10)</p> <p>(7) Included the HAZCOM Program in the unit SOP? (AR 385-10, USAREUR 385-10, AR 200-1, V Corps SOP)</p> <p>e. Does the unit ECO or designated representative have a working relationship with the local BSB Environmental Management Office and actively participate on the Environmental Quality Control Committee (EQCC) at the local BSB level (USAREUR 200-1, V Corps SOP)?</p> <p>RADIATION SAFETY PROGRAM:</p> <p>a. Has the commander appointed the Local Radiation Safety Officer (LRSO) and Alternate (ALRSO) in writing? Are orders on hand? (AR 11-9 & UR 385-12)</p> <p>b. Is the LRSO trained? (UR Reg 385-12)</p> <p>(1) Have LRSOs/ALRSOs have completed the USAREUR LRSO course.</p> <p>(2) Have LRSOs/ALRSOs received eight (8) hours training specifically on Tritium devices?</p> <p>(3) Have all personnel who use tritium devices received a minimum one (1) hour of training on hazards and emergency procedures?</p>				

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<p>(5) Do all users receive annual refresher training by the LRSO/ALRSO?</p> <p>c. Is the Radiation Safety Program (RSP) SOP developed, reviewed annually and signed by the present unit commander? (NRC Title 10, Chapter 1, Part 20, Para 20.1101(c) & (UR 385-12, 6.a.(7))</p> <p>d. Has an inventory of radioactive sources been completed? (AR 11-9, para 1.4k, Reg 385-12, Para 6) Is a current inventory of all radiation source items on hand? (AR 11-9, 1.4K & UR 385-12, 6.a.(6), AR 710-2)</p> <p>e. Is the Radioactive Inventory List provided to V Corps Headquarters and the local BSB Safety Office? (UR Reg 385-12, 6.a.(6))</p> <p>(1) Are inventories maintained for five (5) years? (AR 11-9)</p> <p>f. Are procedures for radiation safety established? (V Corps Safety SOP, Part VI, UR Reg 385-12, Para 6)</p> <p>g. Does the unit enforce as low as reasonably achievable (ALARA) principles?</p> <p>h. Are applicable regulations, TMs and directives readily available? (NRC Title 10, Chapter 1, Part 19)</p> <p>i. Have Chemical Agent Monitors (CAMs) and Chemical Agent Detectors (M43A1 CAD) been wipe tested annually and before any maintenance?</p> <p>j. Is the unit using the Radiation Testing & Tracking System (RATTS) for transactions involving M43A1s (CADs) & Chemical Agent Monitors (CAMs) ? (AR 710-3)</p> <p>k. Is a file of NRC licenses and/or DA authorizations established for radioactive supply items used in the unit? (UR 385-12, 6.a.(8))</p> <p>l. Is a list of unit LRSOs and Alternates provided to the V Corps RSO yearly? (UR 385-12, 6.a.(10))</p> <p>m. Does the commander notify the V Corps RSO when changes occur to the LRSO status? (UR 385-12, 6.a.(10))</p> <p>n. Are all TM requirements adhered to? (UR 385-12, 9.d.(1) & (2))</p> <p>o. Are records of surveys maintained for three (3) years? (NRC 20, Chap 1, 20.2103)</p> <p>p. Are radioactive materials disposed IAW UR 385-12?</p> <p>q. Is the disposal of radioactive material coordinated with the V Corps RSO?</p>				

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<p>s. Are areas where radioactive materials used and stored surveyed (by Radiac) and wipe tested prior to release for unrestricted (non-radioactive) use.</p> <p>t. Are CADs and CAMs reconciled annually with the RMCP @ 200th MMC(TA).</p> <p>EMERGENCY PROCEDURES:</p> <p>Does the unit have policies established which ensure subordinate units have:</p> <p>a. Plastic bags, gloves, and respiratory protection on hand to support handling of broken radioactive or leaking sources?</p> <p>b. Trash cans or boxes that broken radioactive material can be temporarily stored, packed or shipped?</p> <p>c. Assigned responsibilities and established contacts for radiological emergencies? (UR 385-12, Para 11.b.)</p> <p>d. Maintain an accident/incident file to include potential overdose, radioactive release, loss, stolen, missing damaged, etc.? (NRC Title 10, Chap 1, Part 20, Para 20.2201 & 20.2202)</p> <p>e. An RSP/SOP which outlines unit radiation emergency procedures?</p> <p>f. Procedure to notify V Corps and BSB safety offices of radiological operations or emergencies?</p> <p>STORAGE AREAS:</p> <p>a. Is the storage area controlled to prevent unauthorized use of radioactive material? (UR 385-12, 9.a.(2))</p> <p>b. Are storage areas equipped with a Radiac Meter that is calibrated within the last 180 days? (UR 385-12, 9.a.(2))</p> <p>c. Are storage areas surveyed at least monthly? (UR 385-12, 9.a.(4))</p> <p>d. Are supply areas, storage areas & maintenance areas used for radioactive materials inspected yearly? (UR 385-12, 6.a.(5))</p> <p>PLACARDING/LABELING:</p> <p>a. Are the following placards/labeling posted on the door to the storage or maintenance area: (UR 385-12, 9.a.(1))</p>				

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<p>(3) Section 206 of Part II. Energy Reorganization Act of 1974, Public Law 93-438 CH.R 115101</p> <p>b. Separate storage containers inside storage rooms must have the same as above plus radionuclide present and quantity of radioactivity. (NRC Title 10, Para 20.1904)</p> <p>c. Each storage area will have the following documents posted or a notice posted describing where the documents can be examined:</p> <p>(1) NRC Title 10, Chapter 1, Parts 19, 20 & 21</p> <p>(2) The SOP or operating instruction applicable to the licensed item</p> <p>(3) Any notice of violation involving radiological working conditions (if any)</p> <p>TRITIUM SOURCES: (Applicable only if the unit uses, stores or maintains tritium)</p> <p>a. Broken radioactive sources (especially tritium sources) should be stored in well ventilated and secured area. Does the unit have such an area designated? (UR 385-12, Para 9.b.(1))</p> <p>b. Does the unit have a Tritium SOP or is one included in the unit's RSP SOP? (AMSMC-SFS Memorandum, subject: Procedures for handling tritium devices, dated 26 Aug 92)</p> <p>NOTE 1: Safety personnel that are not formally trained must be identified by name, and scheduled for training through their S-3/G-3.</p> <p>NOTE 2: Annually forecast quarterly Safety Councils.</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
VERIFICATION				